

Viewing the added and built-in Voyager Prepackaged Access Reports functions

- **Product:** Voyager
- **Relevant for Installation Type:** Multi-Tenant Direct, Dedicated-Direct, Local, TotalCare

Question

How do I see the available built-in and Ex Libris-added Prepackaged Access Reports (PpR) functions?

Answer

An expression, or calculated field, takes the values of one or more fields and uses them to create new values. *String functions* (or just "functions") allow you to create expressions that manipulate text in a variety of ways. For example, you may want to take just part of a field, or change a field to upper case.

There are both built-in functions that come with Microsoft Access, and functions added to the PpR Reports.MDB file by Ex Libris.

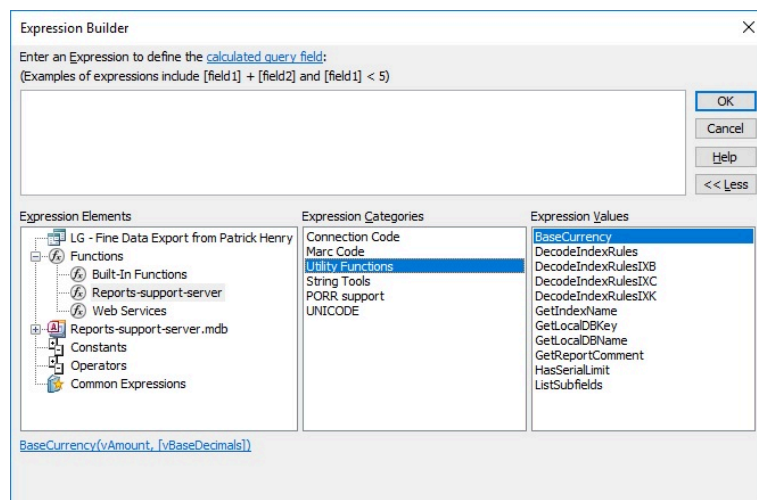
These functions can be viewed in *Access Expression Builder*.

Expression Builder is available when creating or editing reports or queries.

When editing a query, open the Expression Builder dialog box by selecting the query in design view, then placing your cursor in one of the fields, right-clicking and selecting *Build* from the menu.

Once you are in the *Expression Builder* dialog box, you can display the list of available built-in and added functions.

For example:



Under "Functions" you'll see the "Built-In Functions" that come with Microsoft Access, and below that a "Reports" functions

element ("Reports" being the filename of your MDB file) that includes the Ex Libris *added* functions such as the BaseCurrency example in the above screenshot.

You can display a list of the available functions by clicking on the appropriate Expression Element and then Expression Category.

PRO TIP: Once you know the Functions, you can type them directly into your query.

Note that the name of added Expression Element will be the *filename* of your Reports.MDB file. In the above example the filename is Reports-support-server.MDB (*most* customers' files will simply be Reports.MDB).

Note

Having trouble seeing a long BLOB function or other lengthy expression? Put your cursor in the cell you want to view and hit Shift-F2. This opens the contents of the cell in an Access zoom box.

Additional Information

See the [Reporter User's Guide](#), Chapter 7, "Using the Expression Builder."

See also the Microsoft help pages for Visual Basic Functions: <https://docs.microsoft.com/en-us/office/vba/language/reference/functions-visual-basic-for-applications>

Some useful functions include¹:

UCase: Convert to upper case

- UCase(CITY)
- UCase("Navasota, Tex.") = "NAVASOTA, TEX."

LCase: Convert to lower case

- LCase(CITY)
- LCase("College Station, Tex.") = "college station, tex."

Left: Left part of text

- Left(CALLNUM,3)
- Left("004.12 A324d",3) = "004"

Right: Right part of text

- Right(CALLNUM,3)
- Right("004.12 A324d",3) = "24d"

Mid: Part of text

- Mid(CALLNUM,5,4)
- Mid("004.12 A324d",5,4) = "12 A"

Mid: Remainder of text

- Mid(CALLNUM,5)

- Mid("004.12 A324d",5) = "12 A324d"

Date: Current date

- Date()
- Date() = #7/26/2021#

[CCur: Convert to currency](#)

- CCur(AMOUNT)
- CCur(53.9) = \$53.90

¹For more information about *string functions* see: [Brief overview of string functions in Voyager Prepackaged Access Reports](#)

Note

Constructing custom SQL queries by request and troubleshooting unexpected results from customer-created SQL queries falls outside the scope of Support. The above has been posted for informational purposes. [Voyager-U](#) and [Developer Network](#) are useful resources for finding helpful custom SQL or obtaining assistance from peers in troubleshooting custom queries.

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